

HANDBOOK FOR INTERNS



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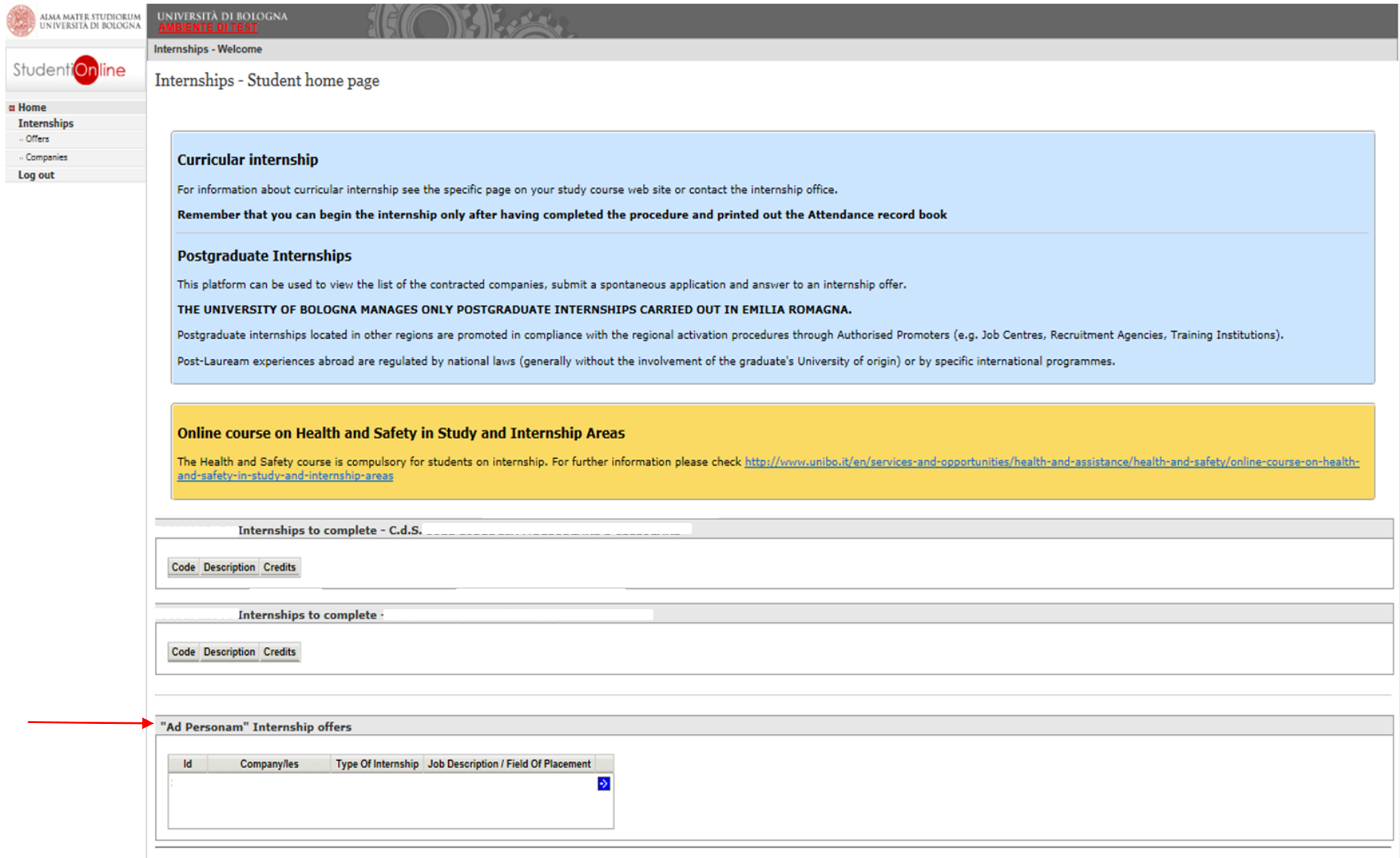
(After the approval of the Internship Programme by the Commission)

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Candidacy A – in reply to an “ad personam offer”

If you have already agreed the contents of the internship to carry out at host organization already partnered with the University of Bologna for “curricular internships” and “internships for final examination” please log on  and press the button  to enter the Internship app and fill out web forms.

1. After logging-in, you have to go in the section "ad personam offers" and click  in order to see the offers and start the application



The screenshot shows the 'Student Online' portal for the University of Bologna. The page is titled 'Internships - Welcome' and 'Internships - Student home page'. It features a navigation menu on the left with options: Home, Internships, Offers, Companies, and Log out. The main content area is divided into several sections:

- Curricular internship:** Provides information about curricular internships and includes a reminder: "Remember that you can begin the internship only after having completed the procedure and printed out the Attendance record book".
- Postgraduate Internships:** Explains that the platform is used to view contracted companies and submit applications. It states: "THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA." and provides information about internships in other regions and abroad.
- Online course on Health and Safety in Study and Internship Areas:** A yellow box containing information about a compulsory health and safety course for students on internship, with a link to the course page.
- Internships to complete - C.d.S.:** A table with columns for Code, Description, and Credits.
- Internships to complete:** Another table with columns for Code, Description, and Credits.
- "Ad Personam" Internship offers:** A table with columns for Id, Company/les, Type Of Internship, and Job Description / Field Of Placement. A red arrow points to this section, and a blue arrow icon is visible in the bottom right corner of the table.

2.click on “send request” in order to start the application

The screenshot shows the 'StudentOnline' portal interface. At the top left, there is a navigation menu with 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area is titled 'Internship offer n. 1111111111' and 'Internship offer detail'. A red arrow points to a 'Send request' button in the top left corner. The page displays the following information:

- Approval: The offer has been accepted by your faculty
- Compatibility with study course: (internship not listed in the study plan)
- Company/ies:
- Type:
- Type of Internship: **Curricular Internship**
- Internship details:
- Job description:
- Field of placement:
- Details of the Internship Programme:
- Email for communication:
- Number of employees in the production unit:
- Number of interns currently involved at the host organization:
- Economic Sector (Class ATECO 2007, format xx.xx.xx):
- Country:
- Province:
- City:
- Address:
- Job description (IBTAT format x.x.x.x.x):
- Estimated start date:
- Estimated end date:
- Duration:
- Working hours:
- Additional information on working hours and activities:
- Benefit/Compensation:
- Monthly benefit/Compensation (in euro):
- Method of payment:
- Objectives:
- Objectives:
- Activities:
- Publication start date: 04/02/2020
- Publication expiration date: 23/02/2020
- Other data:
- Name of the contact person:
- Family name of the contact person:
- Position of the contact person:
- Language skills required:
- Computer skills required:
- Notes:
- Available for business trips outside Italy:
- Available for business trips within Italy:
- Currently employed:
- Recipients:
- This Internship offer is addressed to one specified applicant:

The offer is addressed only to specific students : • **Student's NAME and SURNAME** (addressee of the “ad personam” offer)

3. click on “research Tutor” in order to indicate the name of the Professor you chose as Academic Tutor for the internship (before doing it, you have already contacted him/her) and click on “Send request”

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA
AMBIENTE DI TEST

Tirocini - Richiesta di tirocinio

StudentiOnline

Home
Internships
Offers
Companies
Log out

Richiesta di tirocinio

Presenta una richiesta di tirocinio

Approval The offer has been accepted by your faculty
Compatibility with study course (Internship not listed in the study plan)

Academic tutor requested [Cerca il tutor](#)

Attach CV and cover letter (pdf o doc Max 2Mb) [Sfogli...](#)

Internship for Dissertation

Student introductory notes

[Send request](#) [Cancel](#)

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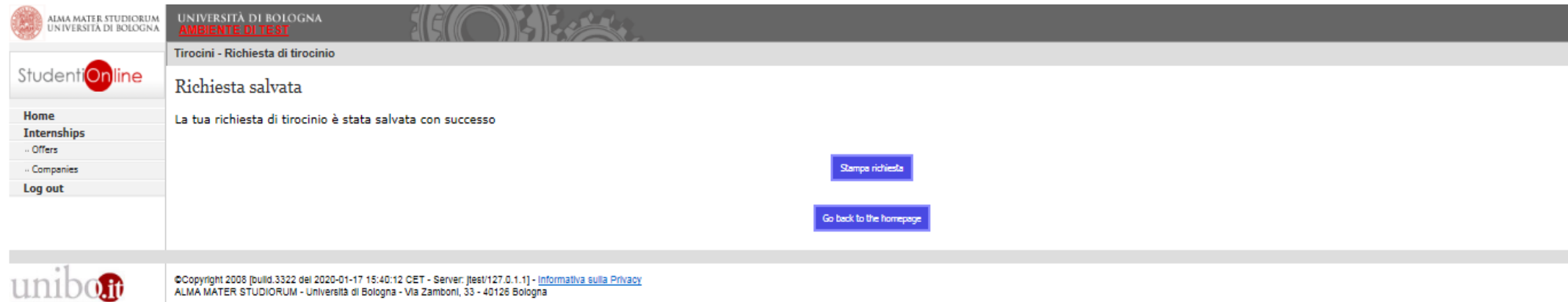
The Academic Tutor is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna.

For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case can be also indicated an adjunct professor).

You have to select this checkbox **only** if you chose this activity in your study plan (e.g. “Internship for preparation for the final examination”)

After clicking on **Send Request**, you have to wait in order to see the screen showed in the next page.

4. After clicking on “Send Request”, the application procedure is ended and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university's name and logo. A navigation menu on the left lists 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area shows a confirmation message: 'Richiesta salvata' (Request saved) and 'La tua richiesta di tirocinio è stata salvata con successo' (Your internship request has been successfully saved). Two blue buttons are visible: 'Stampa richiesta' (Print request) and 'Go back to the homepage'. The footer contains the 'unibo.it' logo and copyright information.

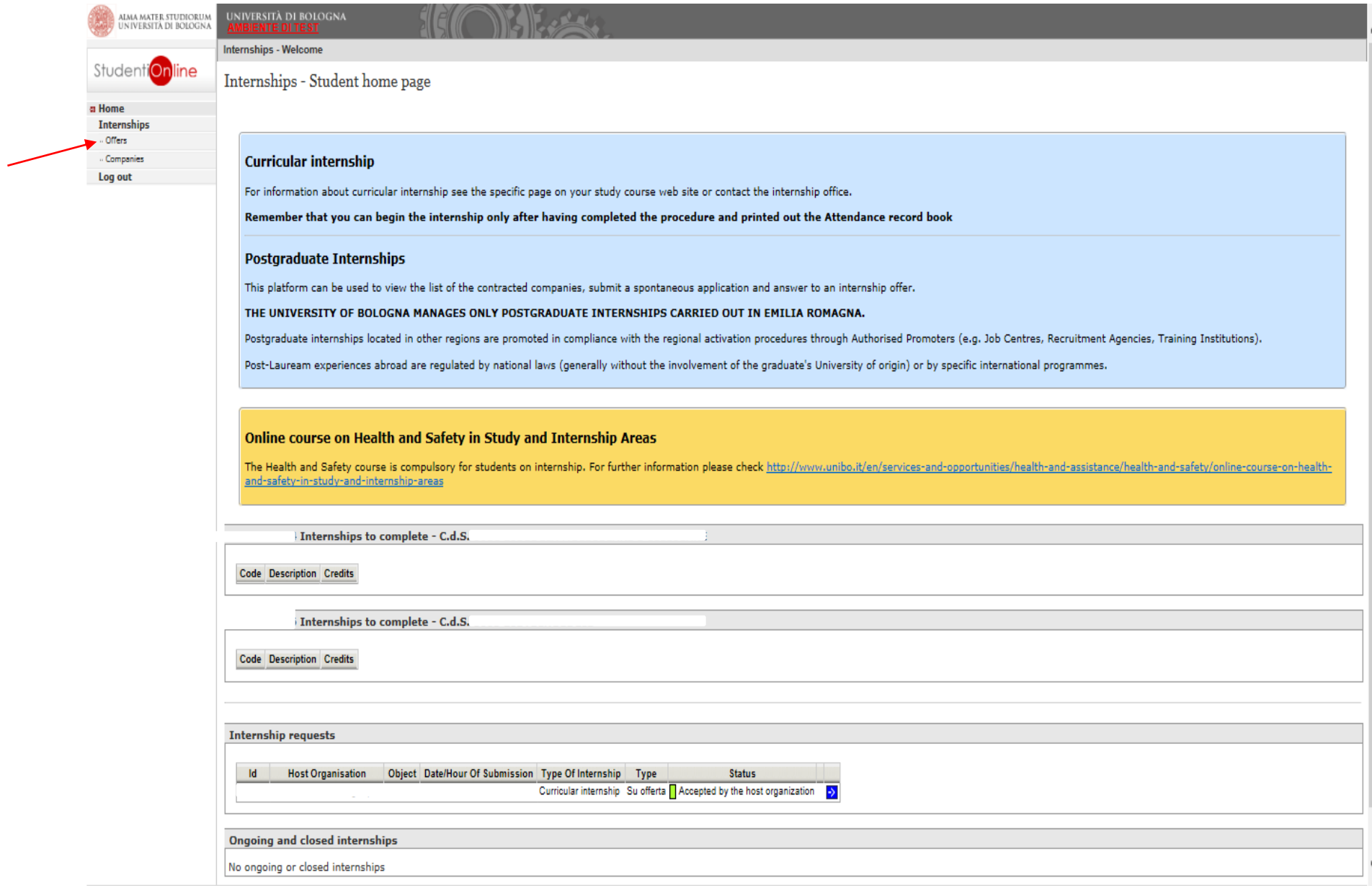
From this moment, the process restart from the step of “Approval of the Internship”.

Candidacy B – in reply to an “open” offer

If you want to do an application in order to response to an “open” internship offer published by a Company/Institution, you must log-in by using your University credentials

The screenshot shows the DSA (Digital Student Access) login page. The browser window title is "Accedi - Internet Explorer" and the address bar shows the URL: <https://cas-formazione.unibo.it/cas/login?service=https%3A%2F%2Ftrocini.unibo.it%2Ftr>. The page features the DSA logo and the text "Inserisci le credenziali istituzionali di Ateneo." Below this are two input fields: the first contains the email address "mario.rossi@studio.unibo.it" and the second is labeled "Password". A red box with the text "STUDENT'S LOG-IN" has two red arrows pointing to these two input fields. Below the password field is a dark red "Accedi" button. Further down, there are links for "Non riesci ad accedere?", "Hai dimenticato le credenziali?", and "Vuoi cambiare la password?". A section titled "Informazioni sulle credenziali" suggests using credentials like "@studio.unibo.it", "@unibo.it", or "@esterni.unibo.it". The bottom left of the page features the logo of the University of Bologna, "ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA". The bottom right has a link for "Informativa sulla Privacy".

After login-in:
1. click on "Offers"



The screenshot displays the StudentOnline interface for the University of Bologna. The top navigation bar includes the university's name and logo. A left-hand menu contains the following items: Home, Internships, Offers (highlighted with a red arrow), Companies, and Log out. The main content area is titled "Internships - Student home page" and contains several informational sections:

- Curricular internship**: A blue box containing text about curricular internships and a reminder to complete the attendance record book before starting.
- Postgraduate Internships**: A blue box explaining the platform's use for viewing companies and submitting applications, with a note that the university manages only postgraduate internships in Emilia Romagna.
- Online course on Health and Safety in Study and Internship Areas**: A yellow box providing information about a compulsory health and safety course for students on internship, with a link to the course page.

Below these sections are two expandable panels, each titled "Internships to complete - C.d.S.", each containing a table with columns for Code, Description, and Credits. The "Internship requests" section features a table with columns for Id, Host Organisation, Object, Date/Hour Of Submission, Type Of Internship, Type, and Status. One entry is visible: Curricular internship, Su offerta, Accepted by the host organization, with a blue arrow icon in the status column. The final section, "Ongoing and closed internships", shows "No ongoing or closed internships".

2. Click on "Curricular Internship"

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AMBIENTE DI TEST

Tirocini - Selezione tipo tirocinio

StudentiOnline

Home



Internships

- Offers
- Companies

Log out

Type of Internship

Select the type of internship

Name	Description	
Postgraduate internship (only in Italy)	Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.	
Curricular internship	Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.	

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3. Now, you would be able to see all the opportunities of internship reserved to your Degree course and you can select the one like mostly

The screenshot shows the 'StudentOnline' interface for 'Curricular internship' search. The header includes the Alma Mater Studiorum logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST'. A navigation menu on the left lists 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area features a search filter box with fields for 'Company/Public body name', 'Course type' (set to 'Second Degree Courses'), 'Faculty', and 'Course', along with a 'Search' button. Below the filters is a table with columns: 'Id', 'Company/ies', 'Country', 'N.request/N.position', and 'Job Description / Field Of Placement'. The table is currently empty, and a red bracket on the right side of the table area indicates that search results would appear here.

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4. You can apply by clicking on “send request”

UNIVERSITÀ DI BOLOGNA
ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

StudentiOnline

Home
Internships
Offers
Companies
Log out

Intership offer list Send request

Tirocini

Intership offer n.

Intership offer detail

Approval: The offer has been accepted by your faculty
Compatibility with study course: (Internship not listed in the study plan)

Companies

Type

Type of Internship: Curricular Internship

Internship details

Job description: .
Field of placement: .
Learning outcomes of the traineeship: .
Contents or tasks of the traineeship: .
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc): .
Number of positions available:
Duration: 300 (Ore)
Estimated start date: 31/03/2020
Estimated end date: 31/12/2020
Work location: .
Country: ITALIA
Province: BOLOGNA
City: BOLOGNA
Financial contribution available: N
Publication start date: 04/02/2020
Publication expiration date: 28/02/2020

Other data

Name of the contact person: .
Family name of the contact person: .
Position of the contact person: .
Language skills required:
Computer skills required:
Notes:
Available for business trips outside Italy: N
Available for business trips within Italy: N
Currently employed: N

Recipients

Courses:

If you see a red checkbox, you have to update your study plan or contact your Internship Office, if necessary.

5. Click on “search Tutor” in order to find the name of the Professor you want to propose as Academic Tutor and press on “Send request”

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AMBIENTE DI TEST

Tirocini - Richiesta di tirocinio

Studenti Online

Home
Internships
Offers
Companies
Log out

Richiesta di tirocinio

Presenta una richiesta di tirocinio

Approval The offer has been accepted by your faculty
Compatibility with study course (Internship not listed in the study plan)

Academic tutor requested

Attach CV and cover letter (pdf o doc Max 2Mb) *

Internship for Dissertation

Student introductory notes

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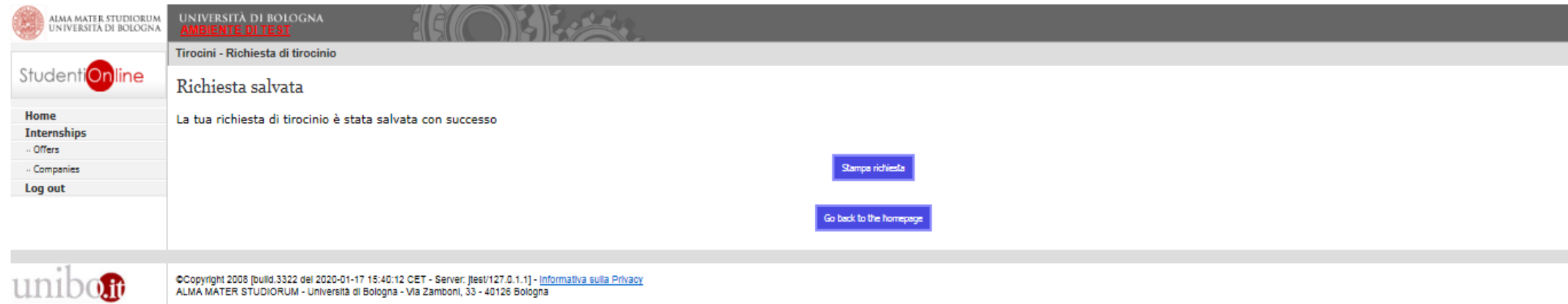
The Academic Tutor is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna. For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case can be also indicated an adjunct professor).

notes are discretionary

You have to attach your CV

You have to select this checkbox **only** if you chose this activity in your study plan (e.g. “Internship for preparation for the final examination”)

6. After clicking on “Send Request”, the application procedure is ended and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST'. The main navigation menu on the left lists 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The central content area shows the title 'Richiesta salvata' and the message 'La tua richiesta di tirocinio è stata salvata con successo'. Two blue buttons are visible: 'Stampa richiesta' and 'Go back to the homepage'. The footer contains the 'unibo.it' logo and copyright information: '©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: [test/127.0.1.1] - Informativa sulla Privacy ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

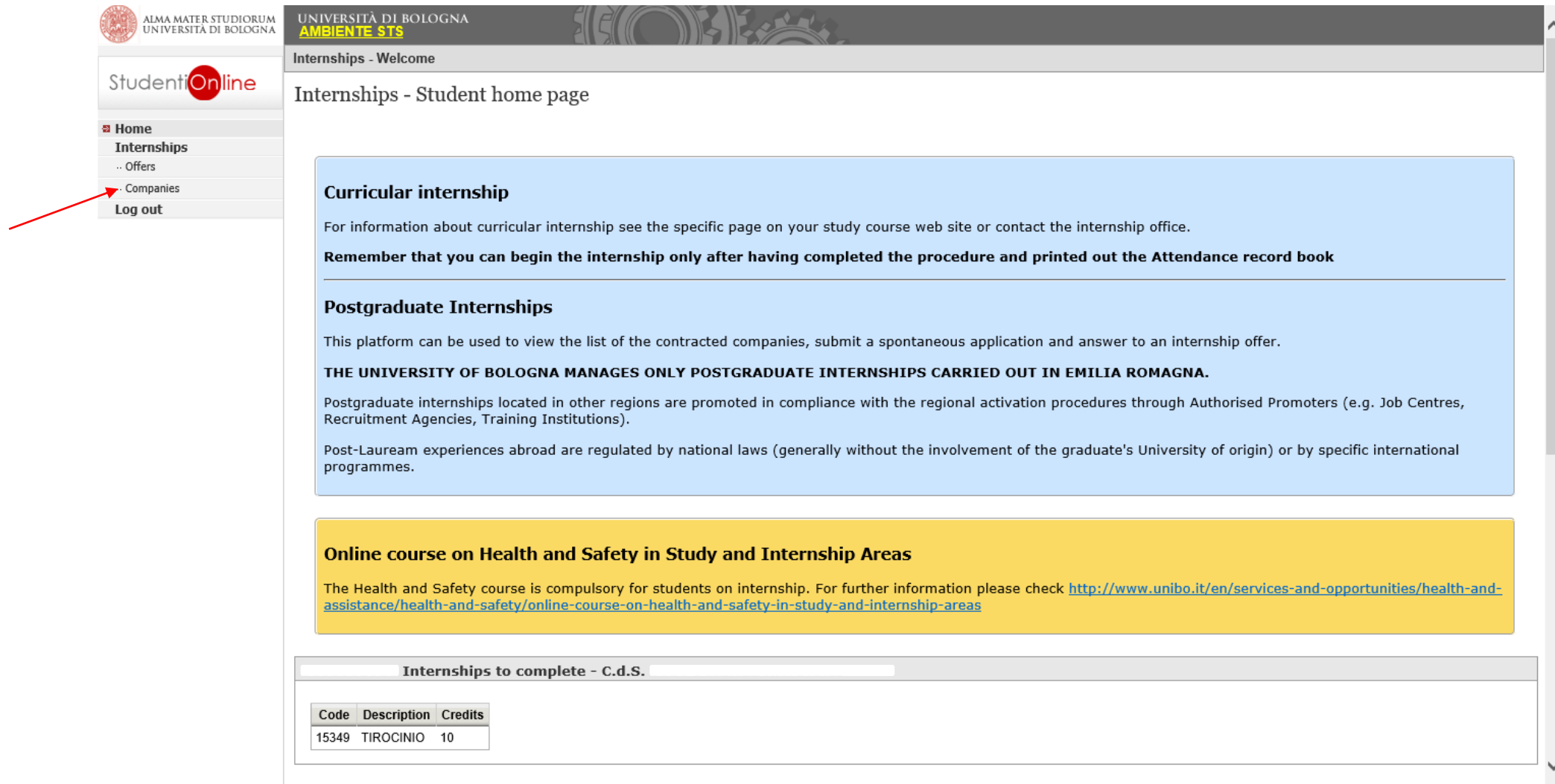
As you send the candidacy, the Company receives a notification via email. The evaluation of the application is up to the Company.

If the evaluation is positive, the host organization has to fill the **Internship Programme** and the student receives an email that inviting him/her to accept it; from this moment, the process restart from the step of “Approval of the Internship”.

Self – candidacy

If you want to present a spontaneous application for an internship in an already partnered organization:

1. after logging-in, click on “Companies”



The screenshot shows the StudentiOnline website interface. The top navigation bar includes the Alma Mater Studiorum logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE STS'. The main header area displays 'Internships - Welcome' and 'Internships - Student home page'. A left-hand navigation menu contains the following items: Home, Internships, .. Offers, Companies (highlighted with a red arrow), and Log out. The main content area features a blue box with the following text:

Curricular internship
For information about curricular internship see the specific page on your study course web site or contact the internship office.
Remember that you can begin the internship only after having completed the procedure and printed out the Attendance record book

Postgraduate Internships
This platform can be used to view the list of the contracted companies, submit a spontaneous application and answer to an internship offer.
THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA.
Postgraduate internships located in other regions are promoted in compliance with the regional activation procedures through Authorised Promoters (e.g. Job Centres, Recruitment Agencies, Training Institutions).
Post-Lauream experiences abroad are regulated by national laws (generally without the involvement of the graduate's University of origin) or by specific international programmes.

A yellow box below contains the following text:

Online course on Health and Safety in Study and Internship Areas
The Health and Safety course is compulsory for students on internship. For further information please check <http://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

At the bottom, a table titled 'Internships to complete - C.d.S.' is displayed:

Code	Description	Credits
15349	TIROCINIO	10

2. insert the complete name of the Company/Public body which you are interested in and click on "Search"

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AMBIENTE STS

Aziende/Enti

Companies/Public bodies

The following is the list of organizations accepting autonomous applications. To check the organization and send your application click on the corresponding box

Search filters

Company/Public body name

Province

Keyword

Country

Field

Company/Public Body Name	Location	Company Description	Field
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>
			<input type="button" value="➔"/>

3. Click on in order to select the Company that you are applying for

4. click on "send autonomous application"

The screenshot shows the 'StudentiOnline' interface for the University of Bologna. The page title is 'Company detail'. The left sidebar contains navigation links: Home, Internships (with sub-links for Offers and Companies), and Log out. The main content area displays a form for company details, including fields for name, business type, description, sector, country, state/province, city, town/district, address, and CAP. Below this is a section for 'Information related to the Agreement with' and a button labeled 'Send autonomous application', which is highlighted by a red arrow. At the bottom, there are fields for 'Note', 'First name of the contact person', 'Email', and 'Web site'. The footer contains the 'unibo.it' logo and copyright information: ©Copyright 2008 [build.3326 del 2020-01-27 16:58:13 CET - Server: jtest/127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna.

5. select "Curricular Internship" by clicking the button 

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AMBIENTE STS

Tirocini - Seleziona tipo tirocinio

StudentiOnline

Home

Internships



.. Offers

.. Companies

Log out

Type of Internship

Select the type of internship

Name	Description	
Postgraduate internship (only in Italy)	Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.	
Curricular internship	Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.	

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6. Click on "Search Tutor" in order to fill in the section with the name of the Professor you want as Academic Tutor and then click on "Send Request"

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AMBIENTE STS

Tirocini - Richiesta di tirocinio

Richiesta di tirocinio

Presenta una richiesta di tirocinio

Quando presenti richiesta devi sempre inserire il nominativo del Tutor accademico che intendi proporre per il tirocinio.

- Se presenti candidatura in risposta a un'offerta "ad personam" (a te riservata) devi attendere:
 - la validazione del programma di tirocinio da parte del Tutor accademico;
 - l'approvazione della richiesta da parte della Commissione Tirocini del tuo corso di studio.
- Se presenti candidatura in risposta a un'offerta "aperta" oppure autocandidatura devi attendere:
 - l'accettazione della richiesta e la compilazione del programma di tirocinio da parte del Soggetto Ospitante;
 - la validazione del programma di tirocinio da parte del Tutor accademico;
 - l'approvazione della richiesta da parte della Commissione Tirocini del tuo corso di studio.

Successivamente, riceverai al tuo indirizzo di posta elettronica istituzionale (nome.cognome@studio.unibo.it) un'email con ulteriori istruzioni per completare l'avvio del tirocinio.

Per ulteriori informazioni contatta l'Ufficio Tirocini dell'area scientifica

Compatibility with study course

Academic tutor requested

Attach CV and cover letter (pdf o doc Max 2Mb) *

Internship for Dissertation

Student introductory notes

The Academic Tutor is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna.

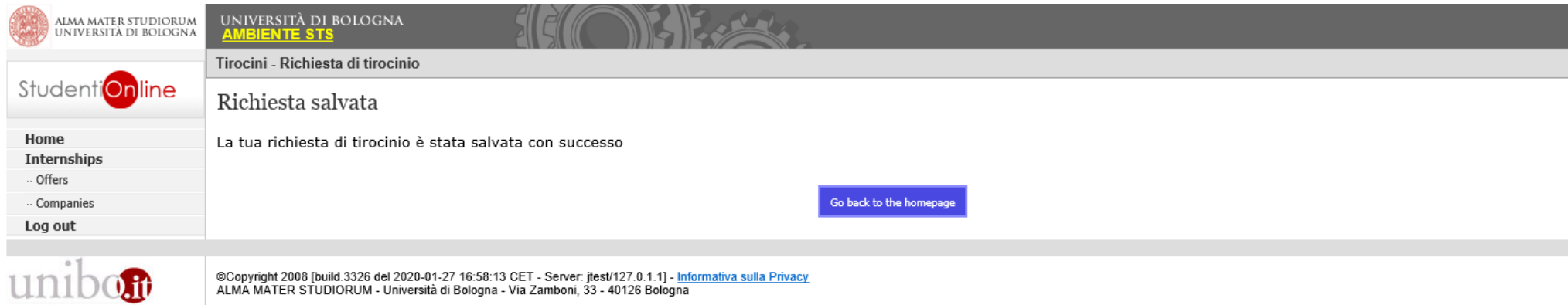
For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case can be also indicated an adjunct professor).

notes are discretionary

You have to attach your CV

You have to select this checkbox only if you chose this activity in your study plan (e.g. "Internship for preparation for the final examination")

7. After clicking on "Send Request" the application procedure is ended and your request of internship has been successfully saved.



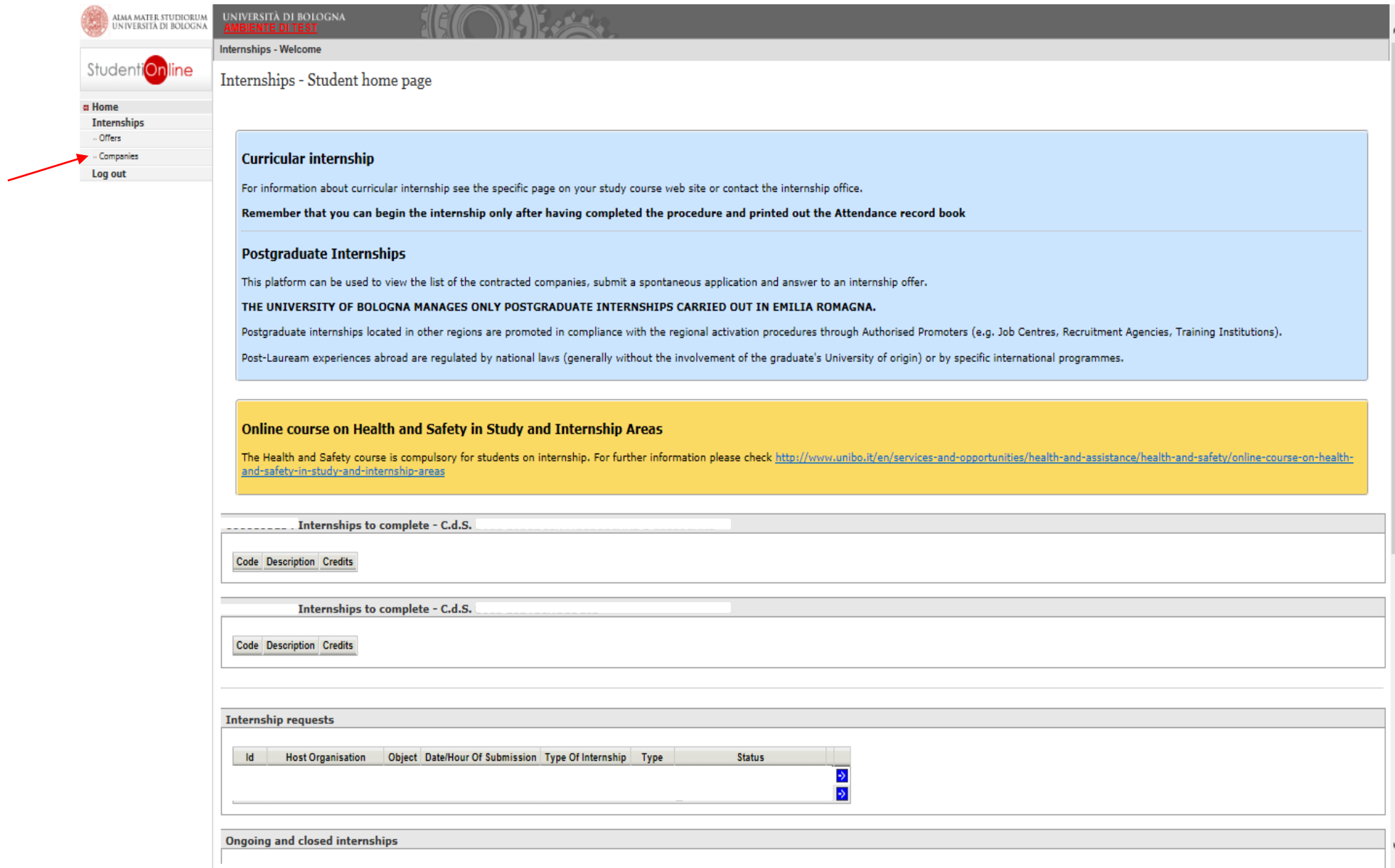
The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The top navigation bar includes the university logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE STS'. Below this, a breadcrumb trail reads 'Tirocini - Richiesta di tirocinio'. The main content area features the heading 'Richiesta salvata' and the message 'La tua richiesta di tirocinio è stata salvata con successo'. A blue button labeled 'Go back to the homepage' is positioned to the right of the message. The left sidebar contains a menu with options: 'Home', 'Internships', '.. Offers', '.. Companies', and 'Log out'. The footer contains the 'unibo.it' logo and copyright information: '@Copyright 2008 [build.3326 del 2020-01-27 16:58:13 CET - Server: jtest/127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

After this step, the Company receives a notification via email. The evaluation of the self-candidacy is up to the Company.

If the evaluation is positive, the host organization has to fill the **Internship Programme** and the student receives an email that inviting him/her to accept it; from now the process restart from the step of "Activation of the Traineeship"

Candidacy for an Internship at the University of Bologna

1. After logging-in, click on "Companies"



The screenshot displays the 'Student Online' interface for the University of Bologna. The left-hand navigation menu includes 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. A red arrow points to the 'Companies' link. The main content area is titled 'Internships - Student home page' and contains several informational sections:

- Curricular internship**: Information about curricular internships, including a reminder to complete the Attendance record book before starting.
- Postgraduate Internships**: Information about postgraduate internships, noting that the university manages only those in Emilia Romagna.
- Online course on Health and Safety in Study and Internship Areas**: A compulsory course for students on internship, with a link to further information.

Below these sections are two tables for 'Internships to complete - C.d.S.', each with columns for Code, Description, and Credits. The bottom section, 'Internship requests', features a table with columns: Id, Host Organisation, Object, Date/Hour Of Submission, Type Of Internship, Type, and Status. The table is currently empty, and there are two blue arrows pointing to the right at the bottom right of the table area.

Internships to complete - C.d.S.

Code	Description	Credits
------	-------------	---------

Internships to complete - C.d.S.

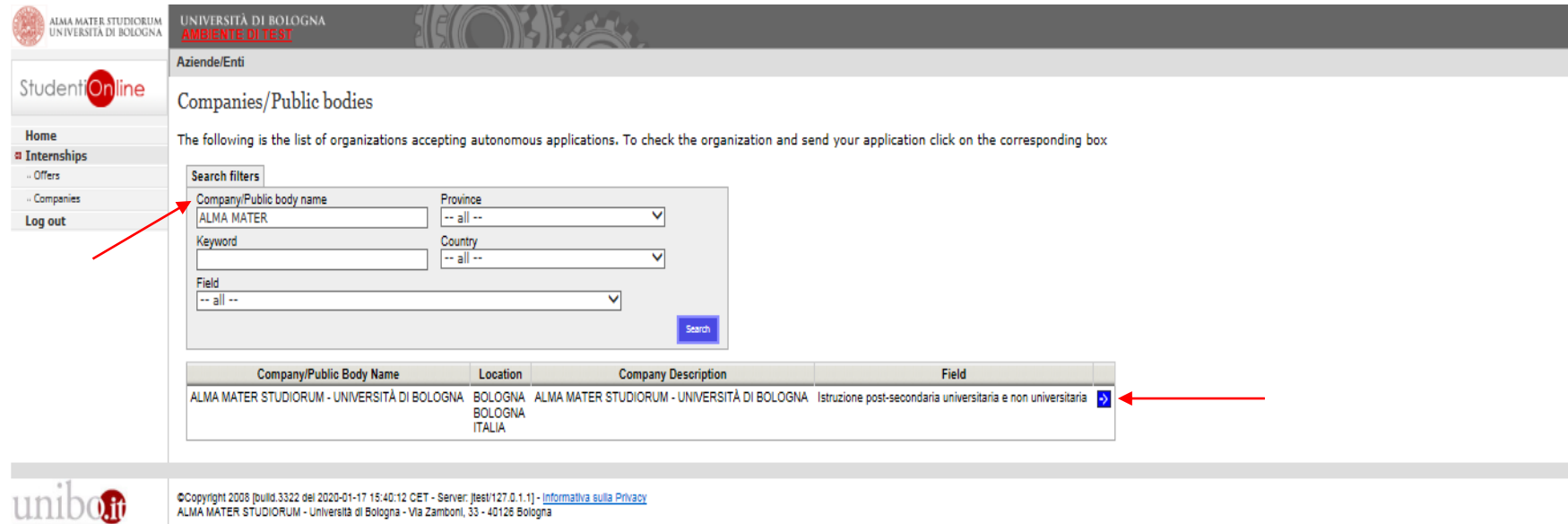
Code	Description	Credits
------	-------------	---------

Internship requests


Id	Host Organisation	Object	Date/Hour Of Submission	Type Of Internship	Type	Status
----	-------------------	--------	-------------------------	--------------------	------	--------

Ongoing and closed internships

2. Insert "ALMA MATER STUDIORUM" in the section "Company/Public body name" and click on "Search" and then on 



The screenshot shows the 'StudentOnline' portal interface. The main header includes the Alma Mater Studiorum logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST'. The left sidebar contains navigation links: Home, Internships, Offers, Companies, and Log out. The main content area is titled 'Aziende/Enti' and 'Companies/Public bodies'. It contains a search filter form with the following fields: 'Company/Public body name' (text input with 'ALMA MATER'), 'Province' (dropdown menu with '-- all --'), 'Keyword' (text input), 'Country' (dropdown menu with '-- all --'), and 'Field' (dropdown menu with '-- all --'). A blue 'Search' button is located at the bottom right of the filter form. Below the search filters is a table with the following data:

Company/Public Body Name	Location	Company Description	Field
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA	BOLOGNA BOLOGNA ITALIA	ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA	Istruzione post-secondaria universitaria e non universitaria 

At the bottom of the page, there is a footer with the 'unibo.it' logo and copyright information: '©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: [test/127.0.1.1] - Informativa sulla Privacy] ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

3. click on “ send application ”

The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The main content area is titled 'Company detail' and lists the following information:

- Company/Public body name: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
- Business type: Università/Istituto di istruzione superiore
- Description: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
- Sector: Istruzione post-secondaria universitaria e non universitaria
- Country: ITALIA
- State/Province: BOLOGNA
- City: BOLOGNA
- Town/District: Via Zamboni 33
- Address: Via Zamboni 33
- CAP: 40126

Below the company details, there is a section titled 'Informazioni relative ai tirocini interni all'Alma Mater Studiorum - Università di Bologna'. A blue button labeled 'Send application' is visible, with a red arrow pointing to it from the left. Below this button, a note states: 'Note: L'Alma Mater Studiorum - Università di Bologna permette lo svolgimento di tirocini curriculari all'interno delle proprie strutture. Prima di presentare una candidatura è necessario definire un argomento e una struttura presso cui svolgere il tirocinio con un referente dell'Università'.

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4. Fill in all the sections with the information needed (already agreed with the Academic Tutor and the Contact person of the Host Organization) and click on "Send request"

Richiesta di tirocinio
Presenta una richiesta di tirocinio

Prima di compilare la richiesta consulta le informazioni relative ai tirocini Interni presenti sul sito web del tuo corso di studi

Competibility with study course (Internship not listed in the study plan)

Academic tutor requested [Cerca il tutor](#)

Attach CV and cover letter (pdf o doc Max 2Mo) [Sfoglia...](#)

Internship for Dissertation

Student introductory notes

Internship location *

Host Organization Supervisor Name *

Host Organization Supervisor Surname *

Host Organization Supervisor Email *

Laboratory/Office *

Località sede del tirocinio

Nazione *

Regione sede *

Comune sede *

Address *

Estimated start date

Estimated end date

Total amount of hours

ECTS no.

Working hours * from to (lunch break included)

Additional information on working hours and activities *

Objectives

Object *

Objectives *

Activities *

Dichiaro di aver concordato i dati inseriti con il tutor e il referente del soggetto ospitante *

[Send request](#) [Cancel](#)

You have to select this checkbox only if you chose this activity in your study plan (e.g. "Internship for preparation for the final examination")

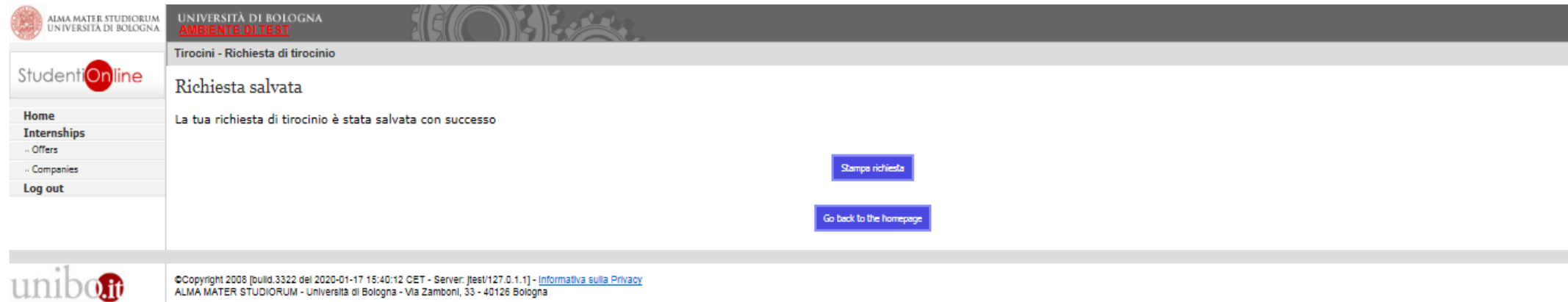
Use the drop-down menu in order to select the Unibo Department where your internship take place

Select the Academic Tutor with whom you have already agreed the Internship Programme

Fill in this section with the name/contacts of the Supervisor of the Host Organization and the name of the Laboratory/Office.

Each internship will be activated for 12 months (by default) starting from the beginning date written on the Attendance Register. **The real duration of the internship is determined by the number of ECTS forecasted by the Study Plan of the student** (for example: curricular traineeship of 6 ECTS=min. 150 hours/max.180 hours).

5. After clicking on “Send Request”, the application procedure is ended and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university's name and logo. The main content area shows a confirmation message: 'Richiesta salvata' (Request saved) and 'La tua richiesta di tirocinio è stata salvata con successo' (Your internship request has been successfully saved). Two blue buttons are visible: 'Stampa richiesta' (Print request) and 'Go back to the homepage'. A sidebar on the left contains navigation links for Home, Internships, Offers, Companies, and Log out. The footer contains the 'unibo' logo and copyright information.

From this moment, the process restart from the step of “Approval of the Internship”.

Download the Internship Programme

After the approval of the internship by the Internship Commission, you must:

1. click on "Download the Internship Programme"
2. sign it and have it signed by the Supervisor of the Host Organization*

Home
Internships
.. Offers
.. Companies
Log out

Status of the application: Approved by the commission

Details Host organisation details

Notice

Type of Internship: Curricular internship

Object *: -tirocinio

Host Organisation

Applicant

Degree programme

Date/Hour of Submission

Academic tutor requested

Academic tutor assigned *

Attach CV and cover letter (Max 2M) *

Internship for Dissertation

Student introductory notes

The offer must be compatible with your study career

Details of the Internship Programme All fields marked with * are mandatory

Download Internship Programme

Agreement Ref. No. *:

Date of the conclusion (date of signature) *:

Signed internship programme (PDF, dimensione massima 2Mb): **Upload documento firmato**

* In case of internship outside University's facilities, a copy of an Identity Document of the Supervisor of the Host Organization who signs the Internship Programme is required.

3. Then, upload the Internship Programme signed and stamped by the Host Organization and click on “Save”

Home
Internships
.. Offers
.. Companies
Log out

Status of the application: **Approved by the commission**

Details Host organisation details

Notice

Type of Internship: Curricular internship

Object *: -tirocinio

Host Organisation

Applicant

Degree programme

Date/Hour of Submission

Academic tutor requested

Academic tutor assigned *

Attach CV and cover letter (Max 2M) *

Internship for Dissertation

Student introductory notes

The offer must be compatible with your study career

Details of the Internship Programme All fields marked with * are mandatory

[Download Internship Programme](#)

Agreement Ref. No. *:

Date of the conclusion (date of signature) *:

Signed internship programme (PDF, dimensione massima 2Mb): [Upload documento firmato](#)



Download the Attendance Register

1. After the validation of the Internship Programme from the Internship Office, you have to download the Attendance Register where you have to write down all hours you will spend at the Host Organization
2. You can begin the activity according to the **starting day** (onwards) reported in the Attendance Register

Internships to complete - C.d.S.

Code	Description	Credits
------	-------------	---------

Internship requests

Id	Host Organisation	Object	Date/Hour Of Submission	Type Of Internship	Type	Status
						Approved by the commission ➔

Ongoing and closed internships

Type of Internship
Curricular internship

Company
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Job description

Planned start date
01/02/2020

Planned end date
31/01/2021

Signed internship programme

[Download sign-in sheet](#) [Manage end of internship](#)

unibo.it

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ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna

End of internship information

When you conclude your internship, please fill in the following data. The end date must be the last day of your sign-in sheet

La data di fine effettiva del tirocinio deve corrispondere all'ultimo giorno di presenza presso la struttura ospitante, così come registrata nel registro presenze.

Dopo il caricamento della documentazione attestante il regolare svolgimento del tirocinio e la compilazione del questionario devi attendere la chiusura del tirocinio da parte dell'Ufficio Tirocini.

Per conoscere la documentazione richiesta dalla Commissione Tirocini e le modalità di registrazione del tirocinio in Almaesami consulta la sezione tirocini del sito web del tuo corso di studio.

Per ulteriori informazioni contatta l'Ufficio Tirocini a supporto della Scuola di Scienze.

End date *



← write down the **last day** you were at the Host Organization (it must be the same day set out on the Attendance Register)

Final attendance record book* (PDF, massimo 3Mb)

Sfoggia...

← upload the **Attendance Register** completed with signature and stamp of the Host Organization Supervisor

Final report* (PDF, massimo 3Mb)

Sfoggia...

← upload the **Final Report** of internship only if it's required by you Degree course

Note



The data will be analyzed only after you fill the questionnaire in


Finally, save the procedure



Save

Cancel

The **evaluation form** must be completed in order to finalize your internship

Id	Host Organisation	Object	Date of Submission	Type of Internship	Type	Status
491158	ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA					Approved by the commission 

Ongoing and closed internships

Type of Internship
Curricular internship

Company
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Job description


Planned start date
01/02/2020

Planned end date
31/01/2021


Signed internship programme


Declared end date
27/02/2020

Final attendance record book

 Attention! The document won't be validated until you won't fill in the questionnaire

Final report

 Attention! The document won't be validated until you won't fill in the questionnaire

Evaluation form
Evaluation form to be filled in [Fill in the evaluation form](#) 

What do to at the end of the internship*

After filling out the compulsory questionnaire:

- ✓ Attendance Register will be checked by Internship Office and if no modifications needed, it will be validated
- ✓ Final Report will be checked by your Academic Tutor and if no modifications needed, it will be validated
- ✓ Lastly, the Internship Board receives an email confirming that the internship has been regularly ended and it will be recorded in AlmaEsami

*N.B. You are supposed to read carefully what your Degree course specifies in regards to the whole procedure:

DEGREE COURSE WEBSITE > STUDYING > INTERNSHIP (curricular and/or for thesis project)